

SUBJECT: Hiring	NUMBER: 1-6.02
EFFECTIVE DATE:	REVIEW DATE:
NMMLEPSC STANDARDS: PER.01.02, PER.01.03, PER.01.04, PER.01.05, PER.03.05	APPROVED: Sheriff

I. POLICY

It is the policy of the department to obtain the best deputies possible. To that end, the department shall practice a regimented, rigorous selection procedure while simultaneously affording equal opportunity to everyone regardless of race, creed, color, sex, sexual orientation, veteran's status, national origin, or age. The department does not discriminate against qualified individuals with disabilities who are able to perform the essential functions of the job with or without reasonable accommodations.

II. PURPOSE

The purpose of this order is to outline minimum hiring requirements for deputies.

III. RULES AND PROCEDURES

A. Selection and hiring

1. Each applicant for deputy sheriff, court security, or reserve deputy must have a completed application, personal integrity questionnaire, personal history questionnaire, liability waiver, conditional offer of employment, copy of driver's license, a 4x6 photocopy of high school diploma or GED, a current credit report, DD214 (if applicable) and show their birth certificate prior to being considered for employment. Civilian staff will complete a Valencia County application.
2. Each applicant must meet the minimum requirements for the position applied for.
3. Each applicant must pass a background check and includes a minimum requirement found in New Mexico State Statute 29-7-6 if applicable.
4. Each applicant must pass an oral exam if applicable
5. Applicants may be subject to a physical agility test depending on the position applied for.
6. Upon being recommended for hire, the applicant must pass a drug screen test and pre-employment physical.

7. Any non-certified applicant successful at being hired as a deputy sheriff must also pass psychological exam, extensive physical exam and/or other tests required by the New Mexico Law Enforcement Academy.
 8. Any applicant successful at being hired as court security officer must pass a psychological exam.
 9. Any certified applicant successful at being hired as a deputy sheriff may not be required to take any additional test other than drug screen and pre-employment physical. The certified applicant will not enjoy seniority over any individual currently employed by the department based on his/her prior service with another agency.
 10. Any examinations required of employees or applicants will be provided at no cost to the employee or applicant.
- B. Unsuccessful applicants may re-apply after 90 days from the date of last application if a vacancy exists.
- C. The Sheriff may appoint members of the department to be involved in the testing and interview process for the Valencia County Sheriff's Department. Members of the department that are selected to be involved will be trained in the testing and interview process.
1. Each applicant will receive a notice as to testing dates and upon successful completion of the test and interview, times will be advised.
 2. The Professional Standards Office will maintain all applications that were not selected for the position for a period of three years in a secured file cabinet.
- D. Oral Interview
1. The employees assigned to the hiring process will ask questions concerning the current job opening.
 2. Upon the Sheriff's review of the interview process the Sheriff may offer the job to the candidate.
- E. Upon completion of the testing process all applicants will be notified in writing of the applicant's disposition.
- F. Records on the testing results of each applicant shall be kept for a minimum of three years. The records will be kept by the Professional Standards Office.